

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING ENGINEERING TECHNICIAN

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Engineering Technician is the fourth level in a four level Engineering Support series. Incumbents are responsible for supervising staff and engineering support activities and operations in an assigned area of responsibility.

The Supervising Engineering Technician is distinguished from the Senior Engineering Technician by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.. | Daily 10% |
| 2. | Supervises the daily operation in assigned administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily 25% |
| 3. | Supervises and participates in performing complex technical engineering support tasks and assisting in a variety of engineering projects which, depending on assignment, may include: utilizing computer-aided design (CAD) and/or related software in design activities; reviewing and analyzing permits, applications, entitlements, maps, deeds, site plans and/or other related items for compliance with specified standards; preparing final design drawings, conceptualizing designs and preliminary layouts; assisting with final inspections and acceptance of engineering projects; implementing signal timing; updating City information in GIS system; participating in engineering designs and performing related complex calculations; estimating project quantities; preparing change orders; preparing cost estimates for projects; reviewing street light plans; coordinating construction activities and serving as a liaison for construction projects; assisting in resolving engineering-related problems; and performing other related activities. | Daily 20% |

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| TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | | <u>FRE- QUENCY</u> |
|---|---|-------------------------------|
| 4. | Supervises engineering support activities for capital and non-capital projects in assigned area of responsibility, which includes: preparing project specifications; overseeing the selection process of consultants; developing project schedules; monitoring the progress of projects; preparing project update/status reports; closing out projects; evaluating work for compliance with applicable standards and specifications; and/or, performing other related activities. | Daily 10% |
| 5. | Supervises and participates in the preparation and maintenance of a variety of routine to complex records, files, reports, work orders, and/or other related information related to operational activities for assigned area of responsibility. | Daily 5% |
| 6. | Supervises the work of consultants engaged in engineering support activities, including project design and management activities and the processing of consultant payments, depending upon assignment. | Daily 5% |
| 7. | Participates in coordinating and monitoring project budgets in assigned area of responsibility, including preparing cost estimates for budget recommendations and monitoring project expenditures. | Weekly 5% |
| 8. | Receives and responds to a variety of technical questions, ranging from routine to complex, from internal staff, external agencies, the public, and/or other interested parties associated with projects, activities, and operational policies, procedures, and processes. | Daily 5% |
| 9. | Estimates material, supply, equipment, and labor requirements for applicable projects. | Weekly 5% |
| 10. | Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient and effective operations, including processing invoices for payment. | Weekly 5% |
| 11. | Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information. | Weekly 5% |
| 12. | Performs other duties of a similar nature or level. | As Required |

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Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and college level coursework in a related field and six years of experience in specific area of Construction, Surveying, Engineering Technology, or other related engineering support experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Customer service policies, principles and practices
- Applicable tools and equipment utilized in assigned area or responsibility
- Mathematical concepts
- Engineering maps, records, symbols, and nomenclatures
- Engineering terminology in assigned area of responsibility
- Advanced technical engineering principles in assigned area of responsibility
- Applicable Federal, State, and Local laws, codes, ordinances, rules, and regulations
- Engineering principles and practices
- Analyzing evaluating the relevance and importance of theories, concepts, and principles
- Project management principles and practices
- Training methods, principles and procedures
- Financial recordkeeping procedures and methods

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Performing complex technical engineering work
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Performing mathematical calculations; compiling and analyzing engineering data and statistics
- Providing customer service
- Reading and interpreting engineering maps, plans, deeds, entitlements, plats, and/or other applicable records
- Safely operating and maintaining applicable tools and equipment
- Using computers and applicable software applications which may include AutoCAD
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Independent decision making
- Evaluating concepts and principles related to engineering practices
- Exercising independent judgment within general policy guidelines and operating parameters
- Prioritize workload to ensure work is completed within specific timelines
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business and organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information and give and/or receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008